

**Registrar**

The Registrar is responsible for all aspects of member registrations at the Centre. They plan, supervise, and keep accurate records of all registrations.

**Roles and Responsibilities**:

* Coordinate the conduct of registration day or days of the Centre in conjunction with other Committee members.
* Obtain and make available to persons, by internet, or otherwise, registration forms for completion in accordance with LANSW rules.
* Receive each correctly completed registration form, accompanied by the fee and proof of age of all new members.
* Distribute Centre registration and age numbers to each child upon registration, and other material as required from time to time.
* Forward all registrations, together with appropriate fees, to LANSW, within the time period specified by LANSW after receiving the registration.
* Maintain a complete register of each junior and non-voting member, showing registration number, name, age group, date of birth, proof of age, plus any other detail deemed to be required by either LAANSW or the Centre.
* Ensure an updated register list is made available to the Officer for Results/Records.
* Respond to enquiries from existing or prospective members and their families in relation to registration with the Centre and LANSW in general.
* Endorse correspondence, cheques, financial reports and other documentation as appropriate.
* Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

**Various duties of the Register may include**:

* Manage and monitor membership and trial registrations throughout the season via GameDay registration system.
* Provide registration statistics updates at committee meetings.
* Assign registration number and patch to registered members.
* Provide detailed and ongoing communication, with the support of other committee members, to membership and come and try registrants.
* Attend weekly competition meets to:
* Distribute registration packs to registered members.
* Welcome and induct new families and Trial participants.